

WINTER MAINTENANCE PREPARATIONS
INTERNAL CHECK LIST
DEPARTMENT OF PUBLIC WORKS

AMHERST, NEW HAMPSHIRE

1. Equipment is prepared, plows and sanders maintained and mounted by November 1st.
2. Sand and salt contracts signed by August 1st.
3. Sand is acquired and stockpiled during the period of June thru September in an amount of approximately 4,000 yards of which 1,000 yards to be delivered between December – February.
4. Salt delivery is on a demand basis as needed but 300 ton is stockpiled undercover.
5. Our expected use of sand for winter roads is about 4,000 cubic yards. Our expected use of salt will be about 2,000 ton.
6. We put up “CAUTION, LIMITED SALT” signs on most main Town roads entering Amherst.
7. We send a notice to all emergency services, including the Post Office and the School Bus company, reference the fact that we do not have a “bare road” policy.
8. We maintain one untreated sand pile at the Transfer Station for use by the taxpayers of Amherst – for their driveways, walkways, etc. at no charge.
9. A standby list of employees and outside hired trucks is in effect from mid-November until mid-April. This is on a 24 hour, 7 day a week basis.
10. All private contractors that were used the previous year are sent a notice in September requesting that they notify David Herlihy, Lead Forman by October 1st if they will be available to plow and sand in the coming winter.
11. All town and hired plow and sand equipment is mounted and in working order by November 10th. New operators will be accompanied by a town employee to review their routes.
12. All employees by November 1st have their standard operating procedures along with plow and sand routes.
13. Public Works office must have on file from private contractors employed by the town, signed contracts, liability, and workman’s compensation insurance in place before they can work for the Town.